

2011 FY Formula Grant Funds

2011 BYRNE JUSTICE ASSISTANCE GRANT (JAG) DRUG AND VIOLENT CRIME CONTROL APPLICATION KIT

**Applications are due in the Crime Commission Office by 5:00 p.m.
CDT on April 28th, 2011.**

(NO EXCEPTIONS)

**One original and 13 copies of the completed grant application are due in the
Crime Commission office by 5:00 p.m. CST on April 28th, 2011.**

No late or faxed copies will be accepted.

Please read the application kit thoroughly

If you have questions, contact:

Lisa Stamm
Nebraska Crime Commission
301 Centennial Mall South
P.O. Box 94946
Lincoln, Nebraska 68509
(402) 471-3687
Email: Lisa.Stamm@nebraska.gov



In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 (TDD 800-833-7352)

DRUG AND VIOLENT CRIME CONTROL APPLICATION KIT INSTRUCTIONS

PLEASE NOTE: Please read thoroughly.

At this time there has been no official information received at the federal level on the actual award amount our state is to receive for 2011. On the national level, the Byrne JAG formula program is proposed for funding at \$519 million. From that total, however, the Administration recommends carving-out \$30 million for the bullet-proof vest grant program (previously funded under the COPS Office). After the carve-outs, funding for the Byrne JAG formula program would total \$487 million, a reduction of 4.5 percent over FY10.

This may be similar to the delays experienced with the FY 2010 formula grant funds. Due to the timeframe being prolonged at the federal level the Nebraska Crime Commission will need to proceed with the application process to aim to keep the grant award on time. This is being done for the following reasons: 1) to allow you adequate amount of time to prepare the grant application and 2) to maintain the grant award process schedule that cannot be delayed in order to ensure all programs can receive funds in a timely fashion.

Those state and local programs currently being funded with Byrne/JAG 2010 funds will be viewed with priority to these funds. Second priority will go for new projects for this grant cycle. Please note: This process will still remain a competitive process with eligible applicants. At this time funding amounts are not guaranteed for applicants.

The application kit and instructions will be posted on our website www.ncc.state.ne.us for you to download and save to your computer.

Technical Assistance

If you require technical assistance in the development of your 2011 JAG application, please contact Lisa Stamm, by phone at 402-471-3687 or by email Lisa.Stamm@nebraska.gov.

DUE DATE: One original and 13 copies of the required sections must be received in the Crime Commission Office no later than **5:00 p.m. CDT on April 28, 2011**. Application and all copies must be in our office so please remember when using any mail service (snail, FedEx, UPS) that sending the application this way it will be at the applicants own risk. Faxed applications will not be accepted. **NOTE: Please be aware** that recently there have been **problems** with some grant applications arriving at the Crime Commission by the required due date when using the U.S. Postal Service

and other overnight delivery services, regardless of the method sent, i.e. overnight express. It is your responsibility to be sure the application arrives in the Crime Commission office on time.

ELIGIBILITY

To be eligible for Byrne Justice Assistance (JAG) funding, the applicant must be one of the following:

- State agency;
- A unit of general local government (i.e. city, county, township, town, borough, parish, village, etc.)

Please Note: The city or county would be the legal applicant and recipient of grant funds on behalf of the police department, sheriff's office, and county attorney, etc.

The law enforcement agency would **NOT** be the applicant.

- Indian tribe which provides its own law enforcement services.
- Private nonprofit organizations are not eligible to apply. However, a state agency or local unit of government (city, county, village, etc...) could serve as the subgrantee and enter into a contract with a nonprofit organization to carry out all or part of an approved program.

Office of Civil Rights

Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All those programs that receive the funds or are subawarded funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance.

PRIORITY FUNDING PROGRAMS

While the following JAG purpose areas remain consistent with the current JAG state plan, the Crime Commission is seeking to expand initiatives within these purpose areas. Funding priority will be given to applicants who propose new initiatives grounded in evidence/research based, data driven philosophy within these primary purpose areas.

Current JAG sub-grantees applying for routine activities currently funded with regular JAG funds will receive second priority. Please review the following priority funding purpose areas carefully and contact the JAG Administrator at the Crime Commission for questions.

All applicants must be able to show during the current grant that grant management practices have been followed appropriately in regards to grant requirements, i.e. required statistics; quarterly reports; meeting reporting deadlines; reporting expenditures; utilizing subgrant adjustments correctly; etc... Grant management and compliance to requirements will be considered in this competitive process.

Priority Program Areas:

Enhanced Multi-Jurisdictional Task Forces: There is a national initiative within law enforcement task forces to implement evidence based/SMART policing concepts in an effort to improve effectiveness, efficiency, and documentation of successful outcomes. Priority funding will be given to multi-jurisdictional task forces proposing to implement evidence based/SMART policing strategies. These strategies may include but are not limited to:

- Utilizing evidence based practices to address contemporary public safety issues;
- Implementing law enforcement tactics and strategies that are effective, efficient and economical;
- Offender based/place based policing strategies;
- Intelligence led policing strategies;
- Exploration of new, unique solutions to public safety problems and criminogenic circumstances.

Law Enforcement Programs:

Existing multi-jurisdictional task forces must have, at minimum, the following in place in order to be considered for continuation funding.

1. An established and active Governing Board/Advisory Board consisting of active task force participants that are responsible for the oversight of the operation of the task force and the grant. The board must meet at a minimum of bi-annually and recommended quarterly.
2. Memorandums of Understanding (MOU) must be in place between all active participants of the task force and must be updated on an annual basis. At a minimum the MOU's must provide agreement on:
 - a. Operational policies and procedures
 - b. Sharing seized assets
 - c. Liability
 - d. Sharing and commitment of resources
 - e. Authority of Task force commander
 - f. Regular attendance at board meetings
 - g. Selection of task force members
3. The task force must have a task force commander/supervisor who is involved in and supervises day to day operations of the task force. This position continuously evaluates the effectiveness of the task force activities.
4. Active involvement (dedicated personnel) of more than one local and/or state agency. When possible, active coordination with federal agencies.
5. Current By-Laws and/or Policies and Procedures that govern the task force and have been agreed upon by the active participating task force members.

Adherence with federal and/or state guidelines is required. At a minimum this should include: operations; confidentiality; training; confidential informants; buy funds; seizure funds and use of intelligence information (see federal statute 28-CFR23).

6. The task force must have a formal auditing process for funds used for buys and confidential informants.

If sufficient amount of funds are available, projects addressing gang violence will be considered. The allowable activities to address gang activity that involves illegal drug use, dealing and trafficking are:

1. Operate as part of the drug and violent crime task force currently in place to be a part of investigations;
2. Gang enforcement which includes focus on gang structure and connection within the state or nationwide.

Prosecution and Court Programs:

- A. Projects for the creation, enhancement or expansion of data driven/evidence based practice in prosecution addressing drug and violent crime offenders.
- B. Projects for the creation, enhancement or expansion of data driven/evidence based practices in the supervision of court supervised high risk offenders with substance abuse and/or mental health issues.
- C. Projects for the creation, enhancement or expansion of data driven/evidence based practices in utilizing technology for the courts for the purposes of efficiency, cost effectiveness and public safety.
- D. Replication of other nationally recognized evidence based/data driven prosecution and court programs identified as a need through local or statewide strategic planning efforts

Training of Law Enforcement and Criminal Justice Personnel

- A. Training initiatives for criminal justice personnel at any system point within the criminal justice system as it relates to the education and/or implementation of evidence based practices and principles within the criminal justice system. When possible, training should relate to having an impact on drug and violent crime.
- B. Training initiatives that will result in greater criminal justice system effectiveness for one or more agencies within the system

Justice Information Sharing, Planning, Implementation and Technology Improvements

- A. Projects for the creation, enhancement or expansion of data driven/evidence based practice technology initiatives that benefit segments of or the entire criminal justice system.
- B. Evaluation of the implementation of data driven/evidenced based initiatives throughout the criminal justice system.

- C. Strategic planning activities that assist single or multiple jurisdictions in conducting data driven needs assessment to identify gaps and needs in the criminal justice system and to identify evidence based solutions to the identified gaps and needs.

SECONDARY FUNDING PURPOSE AREAS

The JAG purpose areas defined above are those that have been identified in the Nebraska JAG state plan as the priority funding purpose areas. However, under the federal act that authorizes the JAG program there are several additional purpose areas that could be considered or funding. The Crime Commission will consider applications under these additional purpose areas; however, they will receive second priority consideration. Applications within these purpose areas must also propose data driven/evidence based projects and must not duplicate efforts already funded through other state or federal grant sources. The additional purpose areas are:

- A. Corrections and Community Corrections Programs
- B. Drug Treatment and Enforcement Programs
- C. Crime Victim and Witness Programs

Further information about the types of programs that fit these purpose areas can be found at the NCJA and BJA websites listed below.

RESOURCES FOR EVIDENCE BASED PRACTICES FOR ALL ARRA JAG PURPOSE AREAS:

- NCJA: <http://www.ncja.org/>
- BJA: <http://www.ojp.usdoj.gov/BJA/>
- NIC: <http://nicic.gov/>
- SAMHSA: <http://www.nrepp.samhsa.gov/find.asp>
- OJJDP: <http://ojjdp.ncjrs.gov/>
- Crime and Justice Institute: (prosecution)
http://cjinstitute.org/files/Prosecution_BoxSet_Sep09.pdf
- BJA-Law enforcement training: <http://bjatraining.ncjrs.gov/>
- NIJ criminal justice training:
<http://www.ojp.usdoj.gov/nij/training/welcome.htm>

LIMITATIONS OF FUND USE

Federal and match funds cannot be used for items or efforts outside of the JAG purpose areas identified for the State JAG funds.

JAG funds may not be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety.

Equipment: Purchase of vehicles, vessels or aircraft will not be allowed. Funds may be used for leasing a vehicle. The vehicle must be used only in drug and violent crime enforcement activities.

Personnel Costs: Payment of personnel costs shall be limited to new personnel. If

existing personnel are moved into a grant funded position, the position must be back-filled. In addition, there is not a specific cap for overtime pay, but federal regulations do require that personnel compensation always be reasonable in light of the services rendered. **PLEASE NOTE:** The amount of federal and/or matching funds used to pay project personnel is to be based on the percentage of time actually devoted to the project. For more information regarding personnel see the Budget Section of the application.

Construction/Renovation: Use of grant funds for construction is prohibited

Land Acquisition: Land acquisition is prohibited in addition to purchasing real estate.

Indirect Costs and Luxury items: The Crime Commission does not allow grant funds for indirect costs or luxury items.

Please Note: The State Formula JAG funds received by the Nebraska Crime Commission may differ from the Direct Local JAG funds that agencies can apply directly to BJA to access. It is important to remember these two separate programs may differ in requirements, guidelines and allowable costs. If your agency applies for both funding sources please take the steps needed to follow the set guidelines for each program. For more information on the Direct Local JAG funds that come directly from BJA please check this website, <http://www.ojp.usdoj.gov/BJA/grant/jag.html>

MATCH REQUIREMENT

A 25% match for the awarded Byrne/JAG funds is required. An agency's overall budget cannot decrease because of the federal funds. Other Federal funds cannot be used as a source of match. The source of match must be directly related to the JAG activities and must be financially documented in the same manner as grant funds.

Note: The amount of match required can easily be determined by dividing the requested amount by 3.

Example: \$45,000 federal JAG funds needed/requested for the project.
 \$45,000 divided by 3 equals \$15,000, which is the required match
 amount .
 \$45,000 + \$15,000 = \$60,000 which is the total project cost.

Existing personnel may be assigned to drug and violent crime related activities and their salaries and/or paid overtime may be used as match. However, personnel must devote the same percentage of their time to the project as the percent of matching funds used to pay their salary. **Please note:** the agency is required to backfill the position(s) of the existing personnel assigned to the project. Salaries for personnel involved in drug and violent crime related activities prior to this application cannot be used as matching funds unless this is a continuation project and the non-supplanting requirement was previously met.

Cash: Cash match may be applied from the following sources:

- (1) Funds from state and local units of government that have a binding

- commitment of matching funds for programs or projects.
- (2) Funds received through forfeiture.
- (3) Funds from the following:
 - Funds from the Housing and Community Development Act of 1974, 42 U.S.C. Section 5305, et seq.;
 - Funds from Appalachian Regional Development Act, 40 U.S.C. Appendix Section 214; and
 - General Revenue Sharing Act funds, 31 U.S.C. Section 6701, et seq.
- (4) Funds contributed from private sources.

Time of Matching Funds: Expenditures of matching funds do not need to occur on a quarterly basis. However, by the end of the project period the total 25% cash match must be met.

NON-SUPPLANTING OF FUNDS

The JAG guideline clearly stipulates that federal funds may not be used to supplant (replace) other existing funds. In other words, funds presently appropriated for the project may not be deliberately decreased due to additional federal funds made available through the Crime Commission.

In years past many grants experienced large cuts due to the amount of funds available and internal budget cuts. If you plan on requesting federal funds for positions or items that were supported by different funding last year you will need to be very detailed and clear in your requests. It will be extremely important that the requests include how this position was funded, why the funding source is no longer available, if funds were only a temporary agreement (could include information from city/county board meetings if this was only a temporary use of funds for one year), and at what date the funding that is supporting the position/item will no longer be available. This information is extremely important to support your requests and will be utilized during consideration of requests. If this information is not provided the items it will be considered supplanting.

COMMINGLING OF FUNDS

A clear audit trail must be maintained for each source of funding (federal and matching funds). Receipts, expenditures and disbursements must be separately accounted for from each source of funds.

Buy Money

The use and documentation of grant and/or matching funds for buy money **MUST**

strictly follow established federal procedures. These funds will need to be continuously audited throughout the grant cycle.

Grant Commencement and Duration

Crime Commission Operating Instruction requires funded projects to be implemented and any required grant award revisions to be submitted to the Crime Commission within 30 days from the date listed on the Grant Award letter or other date specified by the grant administrator. If these requirements are not met, it shall constitute a failure to accept the grant award and the awarded funds shall be considered turn back funds. Grant periods will be for twelve months. If you are a continuous grantee, your new grant will not start until the current grant is ended. Upon special request a new and current grant can overlap by 30 days. Substantial justification must be provided for an extension or overlap of start and end date.

Grant Continuation Policy

Federal grants to Nebraska and the rule which govern their distribution are received on an annual basis. Therefore, although an effort will be made to continue the funding of projects of proven effectiveness, successful grant management and ability to abide by program guidelines each program must stand on its own merit each year. No project will be guaranteed continuation funding due to this being a competitive grant process.

Sustainability Plan

Programs requesting continuation funds are **required** to clearly state how continuation funds are vital to the ongoing success of the program. The applicant must show the funds being requested collaboratively are determined by their needs; prioritize their needs and requests accordingly and within the guidelines of the state plan and federal guidelines. Given the limited amount of funds available and how the application process is competitive, there may not be sufficient funds for **full** funding to previous projects.

Applicants requesting federal funds for continuation programs **are required** to have a written sustainability plan. Your plan should clearly explain the steps that will be taken by all involved agencies to achieve sustainability for all identified priorities of the project. The sustainability plan will need to be reviewed and updated every three years. The plan will need to explain the long term sustainability of the project by explaining the activities accomplished in the past. Specific activities and steps, which are planned for the upcoming year, i.e., break down in one year increments to find long term funding for the priorities of the program.

Letter of Commitment and Support

All letters of commitment and support are to be submitted as part of this application. Letters submitted separately from the application will not be considered. Letters of commitment are to be from individuals and agencies which agree or pledge something to the project. Letters of support are to be from individuals or agencies directly or indirectly impacted by the project. The letters submitted for task forces will be reviewed to see if they coincide with the active members in the task force area and include all

needed law enforcement/criminal justice entities in the area.

Reporting Requirements

All federally funded programs must comply with all reporting, data collection and evaluation requirements as prescribed by the federal agency and the Nebraska Crime Commission. Compliance to the reporting requirements will be monitored.

Subgrantees awarded 2011 funds are required to report on the effectiveness of funded activities. Reporting requirements are stated in the Special Conditions of awarded grants. Please note programs or agencies receiving funds via a contract must certify to follow the special conditions and reporting requirements of the grant.

Subgrantees awarded 2011 funds are required to report in the Performance Measure Tool for JAG.

On-Line Training

Each grantee that is a law enforcement task force will be required to take the identified training by the Bureau of Justice Assistance. The training will address key issues in a task force. The training must be completed and all certificates will need to be submitted to the Nebraska Crime Commission 60 days after the grant starts. More information will be available in the special conditions.

Grant Management Training

All applicants receiving funding for Project Directors and Fiscal Officers are required to attend Grant Management Training. The date of the training will be announced in the award letter.

Strategic Planning

Any awarded JAG subgrantee, will be required to take part in any strategic planning efforts as deemed necessary by the Nebraska Crime Commission.

Application Format

- Be sure to delete the instructions within each section of the application.
- Applications are to be typewritten. **PLEASE NOTE:** The original copy **MUST** be stapled in the upper left hand corner **AND 2-holed punched at the top**. The application format and layout is to be exactly (word for word and design) as the Crime Commission's application.
- Include all letters of commitment and support with the submitted application. Letters received separately will not be considered. To save paper it is recommended the letters of support be reduced and copy two on each side of the page. Please limit letters of support to those directly affected by the project. Letters of commitment are to be from the agencies actively participating in the project.
- Applications are to be typed single spaced. Font size must be comparable in size to 12 point Times Roman or Courier
- Adhere to page limits listed for each section of the grant application.

- Budget figures are to be provided in round numbers, no cents. Please, check to be sure all budget pages are calculated correctly.
- The grant can be copied double sided.
- Number pages in the lower right hand corner
- Include the **Federal ID number** of the **applicant** on application. The applicant **MUST** be the agency that will receive, disburse and account for the grant and matching funds.
- Do not include cover letters or appendix information.
- Do not put applications in folders.
- Any Budget pages that are **not** relevant to the project do **not** need to be submitted.
- Include all required forms.
- Signature of the authorized official is required on the:
 - Budget Summary Page
 - Certified Assurances and other required forms

Note: Signature of authorized official must be a representative of the county or the city applying for the funds, such as the Mayor, Chair of the County Board or City Council. A police department, sheriff's office or county attorney's office is **not** an eligible applicant. State agency applications are to have the agency Director's signature.

Submit Applications to:

Mailing Address:

Nebraska Crime Commission
P.O. Box 94946
Lincoln, NE 68509

Personal Delivery/Overnight:

Nebraska Crime Commission
5th Floor
State Office Building
301 Centennial Mall So.
Lincoln, NE 68509

FUNDING PROCESS AND TENTATIVE TIMELINE

The Crime Commission will adhere to its operating instructions and conduct a staff review, followed by a review of the grants by the Crime Commission Board Grant Review Committee. They will meet to discuss each submitted grant application and make funding recommendations. Applicants will be notified of their recommendations in writing. Critiques and funding recommendations will be forwarded to the Crime Commission Board for final funding determination at the July 22nd, 2011 meeting. Applicants will be notified of the Crime Commission's final decision in writing.

APPROXIMATE GRANT REVIEW/AWARD SCHEDULE	
Staff Review Committee Meeting	June 7, 2011
Crime Commission Grant Review Committee Meeting	July 5, 2011
Letters mailed to applicants advising of Committees recommendations	July 6, 2011
Crime Commission meets to make final funding decisions	July 22, 2011
Letters mailed to applicants advising of Crime Commission's final funding decision	July 25, 2011

Grant Application Information

Answer questions 1-16

Budget Summary

Provide budget figures in round numbers, no cents. Please make sure to check all budget pages are calculated correctly and the Budget Summary page is signed by the Authorized Official.

CATEGORY A - PERSONNEL

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultant. In-kind contributions, if allowable, must be listed as matching funds.

Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government.

1. **Direct Salaries.** Write in the title or position of each employee who will be involved in the project, including new positions to be filled and the number of volunteers, if applicable. If existing personnel will be involved in the project but no funds will be requested for their position and their salaries will not be used as match, do not list them on the budget page, but **do** include such information in the Budget and Project Narrative. Include in the budget narrative if the position is new or existing. If the position is existing, but is a new request it will need to be indicated how this position was being funded prior to the request. Across from each position listed, enter the annual salary of the position; percent of the time **to be devoted to the project**

(2080 hrs. annually = 100% or full-time); amount of funds being requested for the position; the amount of matching funds; the source of matching funds, fringe benefits and, the total cost for the position.

Each line you will enter the subtotal of the amount of funds being requested, matching funds and the total of all direct salaries. To establish the value of services provided by volunteers, if applicable, use the current minimum hourly wage (cannot exceed \$9.00) times the number of hours of service to be contributed.

2. **Fringe Benefits.** All fringe benefits are to be based on the **employer's share only**. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours (FTE 2,080hours/year) and are not added benefits. Enter the total cost of benefits being requested and being provided as matching funds in the appropriate columns for each position. Each line you will need to enter the amount of fringe requested and match fringe for each position. A lump sum of fringe benefits requested and provided as match funds will not be accepted.
3. **Total Personnel Budget.** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the each position in the Total Cost section. You will need to enter the total cost for each column and line in the Total Personnel Budget. Also enter these totals on the "Budget Summary" pages.
4. **Personnel Budget Narrative.** A budget narrative **MUST** be attached if funds are requested and/or match is provided. The narrative **MUST** include the following for **each** position:
 - 1) Breakdown of how the cost for **each** position was determined (i.e. 500 hours x \$5 an hour = \$2,500) for **both the requested funds and matching funds**; (including funding source for matching funds)
 - 2) Fringe benefits requested for each position;
 - 3) Explanation if each position is existing; new request for a position to fund existing position or new position for the program;
 - 4) Explanation if each position is full or part-time;
 - 5) Explanation of **how** each position is relevant to the project
 - 6) Description of the duties of **each** position. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.

*Also include positions for which funds are not being requested or are not used as matching funds but will be involved in the project. **Budget Narratives Are Required.***

CATEGORY B - CONSULTANTS AND CONTRACTS

NOTE: If more than one consultant will be used for the project, please make copies of the budget sheet and complete one for each consultant.

1. **Purpose:** List the purpose for using a consultant or contractor, i.e. conduct study, facilitate support group, develop and/or present training, etc.
2. **Type of Consultant:** Check the box for the type of consultant to be used for the stated purpose.
3. **Consultant Fees:** Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour.

The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place. To breakdown the costs for the consultant please use the categories or fully explain what is all included in the \$450 per day cost. Lodging, meals and travel costs should be included in the daily rate, which would prohibit additional charges above the full daily rate.

4. Travel Expenses For The Consultant:

- (a) **Mileage:** List the cost for mileage. Enter the total cost in the "total" column. Enter the amount requested and the amount, which will be provided as match. Mileage rate is .50 cents/mile.
- (b) **Air Fare:** List the cost for airfare (coach or least expensive class). Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (c) **Meals:** List the cost for meals. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
Meal allowance for Omaha is \$56 [breakfast \$10, lunch \$15, dinner \$31]; the rest of Nebraska is \$41 [breakfast \$7, lunch \$11, dinner \$23]. Enter the total cost in the "total" column
- (d) **Lodging:** List the cost for lodging. Enter the amount requested and enter the amount provided as match. Enter the total cost in the "total" column. In-state lodging allowance is \$77 per night for all areas except Omaha, which is \$93 per night.
- (e) **Other Costs:** List other anticipated costs associated with the consultant. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.

- (f) For out of state meal and lodging rates go to www.gsa.gov and click on per diem rates.

5. Total Cost: Calculate the total cost for funds requested, match provided and total cost. Enter totals on the "Budget Summary" page.

6. Budget Narrative: A budget narrative is required if funds are being requested and/or if match funds are being provided. The narrative **MUST** include a breakdown of how the cost for each consultant was determined for both the funds being requested and the matching funds. The narrative **MUST** include the following for **each** position:

- 1) What services and/or what product the consultant will provide
- 2) How the services, product or position relate to the project and the impact on the project
- 3) Breakdown of how the cost for each position was determined (i.e. 500 hours x \$5 an hour=\$2,500) for JAG funds and matching funds;
- 4) Explanation if each position is existing or new;
- 5) Explanation if each position is full or part-time;
- 6) Description of the duties of **each** position funded by JAG or match dollars. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.

CATEGORY C - TRAVEL EXPENSES

NOTE: If travel expenses are needed for more than one purpose, please make a copy of the budget sheet and complete one for each purpose.

1. List travel expenses by purpose, i.e., training, conference, daily travel for job, etc. For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose (any mileage that will be paid, air fare, meals, lodging, other.)
 2. Mark the travel as local, in-state, or out-of-state.
 3. List the title of the person who will travel.
 4. Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.
- (a) Mileage: Calculate the number of miles of annual travel and multiply by .50 cents to determine the total mileage cost. Enter the total cost in the "total" column, the amount requested and the amount of the total cost provided as match.

- (b) Air Fare: List the destination and enter the anticipated total cost of the airfare in the "total" column. Enter the amount requested and the amount provided as match. Airfare must be "coach" or least expensive class.
- (c) Meals: List the number of days meals will be paid and multiply by the allowable per diem rate. In-state meal allowance is \$7.00/ breakfast; \$11.00/lunch; \$23.00/dinner. Meal allowance for Omaha is \$10.00/breakfast; \$15.00 lunch, \$31.00 dinner. Contact the Crime Commission for out of state rates. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (d) Lodging: List the number of nights lodging is needed and multiply by the allowable per diem rate. In-state lodging allowance is \$77.00 per night (\$93.00 plus tax per night for Lincoln and Omaha). Contact the Crime Commission for out of state rates. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (e) Other: List other expenses, such as taxi, parking, etc. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (f) For out of state meal and lodging per diem go to www.gsa.gov and click on per diem rates.

5. Calculate the total cost of the travel for each purpose.

Calculate the total for all travel expenses for the funds requested, match and total and enter these amounts on the "Budget Summary" page.

6. Budget Narrative: For each purpose complete a budget narrative stating:

- 1) Position which will travel
- 2) Purpose of the travel
- 3) How this travel relates and is necessary to the project.

CATEGORY D - SUPPLIES AND OPERATING EXPENSES

1. **Supplies.** This section includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, (material which is expendable or consumed during the course of the project) and equipment items costing under \$300.

List items by major type (i.e. postage, forms, office supplies, training materials, etc.) along with the quantity, unit cost, and total cost. Higher cost items should be listed separately and identified (e.g. special mailings, equipment items, etc.). Enter the total cost in the "total" column. Enter the amount, if any, of the cost being requested and enter the amount of the cost, which will be provided as match.

At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match and total cost in the appropriate columns.

2. Operating Expenses. This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services.

For each item listed enter the rate or unit cost. Enter the total cost in the "total" column. Enter the amount of the cost requested and enter the amount provided as match. Identify other items for which funds are requested in the "other" category.

At the bottom of section 2, enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match and total costs in the appropriate columns.

3. Total Supplies and Operating Expense Budget.

Enter the total costs for all supplies and operating expenses. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. Also enter those totals on the "Budget Summary" page.

Budget Narrative. For all supplies and operating expenses requested, attach a budget narrative to:

- Explain the cost breakdown of how requested and match funds were determined for supplies (i.e., envelopes, paper and other office supplies);
- Describe current operating expenses and explain why the requested expenses are needed;
- Explain how the supplies and operating expenses relate to the project.

CATEGORY F - EQUIPMENT

Check grant programs for allowability and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule or regulation. Call the grant administrator if you have any questions.

Enter the total costs for the appropriate items. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. (Equipment items costing under \$300.00 should be included in Supplies.)

Enter the total costs for Equipment. Also enter these totals on the "Budget Summary" page.

Equipment purchases must be competitively bid. At least three bids should be solicited prior to procurement. Sole source procurement of equipment must be justified and have prior written approval of the PSGAO. Vendors who develop draft specifications, requirements, and/or requests for proposals for a proposed procurement shall not be eligible to bid on such procurement unless prior approval is granted by the PSGAO.

1. Program-Related - Includes items such as communications equipment, VCR equipment, body wires, computer hardware/peripherals, etc.

The purchase of office furniture with Byrne/JAG funds is not allowable. However, purchase of computer workstation equipment is allowable.

Budget Narrative

Attach a budget narrative if funds are requested or match is provided.

- Provide a breakdown of the cost basis for each piece of equipment.
- Explain how each piece of equipment is relevant to the project.

CATEGORY G - OTHER COSTS

List each item and the total estimated cost with the breakdown by the amount requested, match and total costs in the appropriate columns.

Enter the total cost for "Other". Also enter these totals on the "Budget Summary" page.

Check grant program guidelines for allowability.

*Contact program administrator before using this section to make sure requested expenses will not "fit" in another category.

Budget Narrative

A budget narrative is required if funds are requested or if match is provided.

- Explain each item requested;
- Provide a breakdown of how the cost for each item was determined;

Provide an explanation of how each item is relevant to the project.

Problem Statement and Description of the Problem:

Provide your problem statement and a description of the problem the explains the impact of the problem and identify the factors that contribute to and/or cause the problem. Utilizing specific area statistics in this section to help support the identified factors is suggested.

The problem statement is a brief overview describing all aspects of the problem the Byrne/JAG grant intends to address. Certain specific criteria that can be included in the problem statement are its nature, magnitude, severity, rate of change, persons/entities affected and geographic scope. The problem statement should make plain the overall problem to be addressed by the project.

The problem statement should be in narrative form and may include, but not necessarily be limited to, the following:

- a description of the geographic of the areas (s) affected;
- a description of the problem;
- documentation of the problem (statistical data);
- a description of the factors contributing to the problem and how they contribute to the problem;
- what or who the problem affects;
- under what circumstances the problem occurs;
- other efforts presently being made to assist in alleviating the problem (existing programs or services);
- an explanation of how the project will work and address the problem.

Where appropriate, the problem statement should include appropriate statistics, which document the problem (i.e. arrest rates, conviction rates, probation rates, incarceration rates, number of individuals receiving treatment, etc.). Demonstrate rates of increase or decrease in the problem by showing the percentage of change for a period covering at least two or more years. Document percentages of change with actual numbers (i.e., from 1990 to 1991, drug arrests increased 100%; 1991 - 100 arrests; 1992 - 200 arrests).

Statistical Documentation of the Problem:

Provide relevant statistics from the same time period for a 3 year period, which documents the problem stated above. Statistics should be presented in a readable table format. Site the source of all data. For continuation projects, program data should be included.

For those agencies that are not drug task forces, you will be required to identify specific objectives and performance measures to show the success of the grant. These should be indicated and reported under that statistically area of the grant application kit. These main points indicated to measure success will be needed to be utilized during quarterly reports.

Current Efforts:

Explain the current efforts taking place in addressing the state problems.

Project Operation:

Clearly explain in detail how your proposed project will operate from beginning to end. Please make sure this section clearly addresses all problems identified and reflects the requests of the grant.

Activities and Timetable:

Provide a timeline for major program activities for reoccurring activities and those that are specific to a quarter. Be sure to identify, by position or agency, who will be responsible for each listed activity. Make sure the activities are reflective of the Project Operation.

Sustainability:

Please take the time to describe the plan for long term sustainability of the project. The three specific activities should tie into what is reported in the submitted Sustainability Plan that was developed by your program. You can share where the program is at currently in the plan.

Continuation Information:

Please address all topics listed as thoroughly as possible.

Letters of Commitment and Support

Be sure to attach current letters of commitment and support to your application. Letters sent separately will not be considered.

Required forms

The required forms must be signed by the authorized official.